

Associate, Adult Education
Curriculum and Instruction

The Council on Postsecondary Education, an agency of the Commonwealth of Kentucky and the state's coordinating agency for postsecondary and adult education, seeks an energetic, organized, and self-directed person to serve as Associate, Adult Education.

This position supports and assists in activities in the areas of curriculum development and alignment with postsecondary standards, curriculum content standards, developmental education, assessments, and learning disabilities.

Qualifications: A bachelor's degree in education or a related field and at least one year adult education experience are required. An advanced degree in adult education and/or equivalent experience in curriculum development will be given special consideration. The successful candidate will have strong organizational, communications and interpersonal skills as well as a demonstrated knowledge of curriculum development, pedagogy for adult instruction, and assessment.

Salary: Low to mid \$40s with full benefits package, commensurate with experience.

Interested applicants should send a cover letter, resume, and name and contact information for at least three references to:

Pat Sawyer
Director for Human Resources
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
patricia.sawyer@ky.gov

The deadline for receipt of resumes is March 23, 2007.

The Council is an equal opportunity employer.

Duties and responsibilities include, but are not limited to, the following:

- Assists with the development of adult education system curricula to align with KYAE content standards and postsecondary standards to better prepare more adults for postsecondary education.
- Coordinates implementation by KYAE providers of Developmental Education Task Force recommendations pertaining to KYAE to increase the number of college-ready GED graduates.
- Works with KYAE professional development staff to provide high-quality training for adult educators in the areas of content standards, curriculum and assessment to better prepare adult educators.
- Assists in the development and implementation of a mathematics initiative to increase learning gains and GED scores of adult education students.
- Provides technical assistance for implementing college-bound GED curricula and curricula aimed at raising educational attainment for low-level learners.

- Works with distance learning coordinator on virtual initiatives that support and supplement curriculum and assessment to increase access points to adult education.
- Serves on a KYAE's College Access Campaign team to transition more adults into postsecondary education.
- Staffs KYAE's Learning Disabilities Advisory Committee and develops training and partnerships and identifies strategies to increase learning for adults with learning disabilities.
- Coordinates research relating to curriculum and assessment; identifying, recommending and implementing best practices based on research.
- Builds collaboration with KCTCS on a Career Pathways initiative.
- All other duties as assigned.